

### IMPORTANT NOTICE - REGARDING A MAILING ADDRESS

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

**I AM HOMELESS AND REQUEST TO USE THE DISTRICT OFFICE ADDRESS AS MY MAILING ADDRESS OR REQUEST THAT MY MAIL BE SENT TO:**

\_\_\_\_\_  
(District Office or Other Mailing Address)

**I understand that this agreement applies as long as I am homeless and receiving CalWORKs/Refugee Cash Assistance (RCA), General Relief (GR) and/or CalFresh, Cash Assistance Program for Immigrants (CAPI) or Medi-Cal benefits.**

- ☞ If I use the district office as my mailing address, I agree to receive DPSS-related mail (such as Semi-Annual Eligibility Status Report [SAR 7] and/or Quarterly Reporting [QR 7-LA], Notices of Action, Appointment Letters, Employment Development Department notices, etc.) **and** mail from agencies included on the "Homeless Mail – Acceptable Agency Listing" on the other side of this form, at the district office requested above.
- ☞ If I use the district office address as my mailing address, I understand my DPSS-related mail will not be sent by United States Postal Service.
- ☞ I understand that important notices of action will be:
  - ☞ **Be kept in an electronic format to be printed and given to me at the district/regional office.**
  - ☞ **Be available for me to view and print at the Your Benefits Now (YBN) website by going to [dpssbenefits.lacounty.gov](http://dpssbenefits.lacounty.gov). (Note: General Relief Opportunities for Work notices are not available on YBN and will be printed at the district office for you. In addition, other DPSS-related mail such as appointment letters and forms will not be available on YBN. Also, DPSS will not pay for any personal equipment/device or internet service to access the YBN website).**
- ☞ I agree to not use the district office address for personal or private mail and understand that any personal or private mail will not be accepted.
- ☞ **I agree to come to the district/regional office at least once a week to have my DPSS-related mail printed and given to me - OR - view my notices through YBN weekly.**
- ☞ I understand that I can complete and submit a SAR 7 and/or QR 7-LA report via the YBN website by going to [dpssbenefits.lacounty.gov](http://dpssbenefits.lacounty.gov). If I choose not to submit the report via the YBN website, I agree to pick-up a SAR 7 and/or QR 7-LA report on the first workday in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ of the month in which it is due (Submit Month) and turn in a completed report by the due date.
- ☞ I agree to pick up a Redetermination Appointment packet and/or Annual Agreement in \_\_\_\_\_ and turn in the completed forms by the due date.
- ☞ If I move into a residence, I agree to notify:
  - ☞ My CalWORKs/RCA/CalFresh/Medi-Cal Eligibility Worker within ten days after I move to the residence.
  - ☞ My GR Eligibility Worker within five days after I move to the residence. (A residence may be a hotel room, separate room in a house, apartment, house, mobile home, etc.)
- ☞ If I move into a residence, I agree to have my mail sent to my residence address. I also understand that I am not to use the district office as my mailing address after I have a residence.
- ☞ I understand that if I move into a new residence and do not notify my Eligibility Worker of my new rent and utility costs, I will not be allowed a shelter deduction and my CalFresh benefits may be reduced.
- ☞ I understand that if I fail to comply with a requirement because I did not pick up or view my mail on YBN timely, my aid may be stopped and I may be given a period of ineligibility. I also understand that if I do not pick up or view my mail on YBN every week, I may not receive notification(s) about changes to my case.

\_\_\_\_\_  
Applicant/Participant's Signature

\_\_\_\_\_  
Date

DPSS district offices will accept mail from the agencies listed below that is sent to homeless participants who use the district office address as their mailing address.

- All City/County Housing Authority Agencies
- Veterans' Administration/Department of Veterans' Affairs
- California Department of Motor Vehicles
- Social Security Administration
- Los Angeles County Auditor-Controller
- Los Angeles County Department of Mental Health
- Los Angeles County Registrar & Recorder
- Los Angeles County Department of Public Health
- Los Angeles County Department of Community and Senior Services
- Los Angeles County Department of Children and Family Services
- Child Support Services Department (Does not include child support debit cards or warrants)
- District Attorney's Office (all counties)
- California Employment Development Department (EDD)
- All School Districts
- Health Care Agencies
- State Hearings Division
- Resource and Referral/Alternative Payment Program (R&R/APP) Agencies
  - Child Care Resource Center
  - City of Norwalk
  - Connections for Children
  - Crystal Stairs
  - Drew Child Development Corporation
  - International Institute of Los Angeles
  - Mexican-American Opportunity Foundation
  - Options
  - Pathways
  - Pomona Unified School District